

Bob

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IHSA-82-042

19 OCT 1982

MEMORANDUM FOR:

[REDACTED]
Chief, Logistics Services Division, OL

STAT

FROM:

[REDACTED]
Information Handling Systems Architect

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SUBJECT:

Space Requirements of the IHSA Staff

1. This memorandum is to inform you of the details of the space requirements of the IHSA staff.

2. The IHSA staff currently has six professionals and one clerical, completely using its available space and all its available furniture. One additional person could be accepted in one office if additional furniture were made available.

3. In FY 83, five more professionals and one clerical will be added to the staff. One of these professionals is already committed and arrives 13 December. Four more should arrive in early January, and the remainder within the next four months. In addition to office space for these additional personnel, a larger team meeting room of not less than approximately 200 square feet is needed to accommodate the full staff. Because of the very heavy usage made of our current team room, it is clear that it is impractical to attempt to depend on finding unused conference rooms for this purpose. (We do use conference rooms frequently for meetings and briefings involving larger groups.)

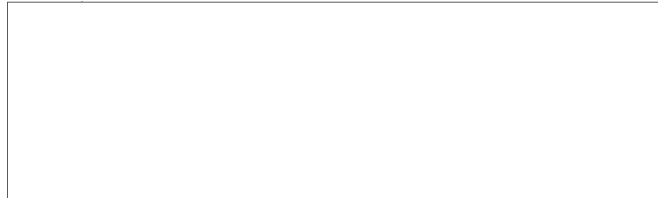
4. Part of the function of IHSA involves review of and interaction with Agency system development projects. For this purpose, the office will be collecting a large amount of documentation. Vaulted, open-shelf storage will be needed for this documentation, since it will substantially exceed the practical capacity of safe storage. This vault could be a small vault, for the sole purpose of document storage, or it could encompass part of the office. It is not necessary and would be highly inconvenient for it to encompass all of the office.

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5. The staff assigned to the IHSA is relatively senior, due to the nature of its mission. Appropriate office space should be provided for three SIS officers and eight in the range of GS-13 to GS-15. It is preferable that the entire office be located in contiguous space so that it can be served by a single, local area net, such as the Wang Alliance system.

6. Your attention to our requirements in your space planning is appreciated.



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cc: DDA

*These requirements could be changed by
our upcoming EXCOM. Alf*

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